Section C

Contents

This is Section C of *Employee Maintenance*. Complete Section A before starting this section.

Section C

Promotion, Demotion, Transfer, Movement	C-2
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Refer to SEMA4 Help for the most current SEMA4 information. This learning guide may be less current than instructions found in SEMA4 Help.

To request a reasonable accommodation and/or alternative format of this document, contact the Statewide Administrative Systems Help Line at (651) 201-8100 or <u>accessibility.mmb@state.mn.us</u>.

Introduction

In this topic, you will practice processing promotion, demotion, transfer, and movement transactions in SEMA4.

Things to Consider Before You Enter Data

Promotion, Demotion, Transfer, Movement

To save time and improve accuracy, consider these items *before* entering the transaction.

- Refer to the bargaining unit contract or plan regarding language on promotion, demotion, or transfer eligibility, as they may vary.
- Verify the salary information.
- Compare the compensation of the current job with the new job. Identify whether the transaction is a promotion, demotion, transfer, or movement. If you need help, review Administrative Procedure 15.6, Transfers/Demotions/Promotions. Also, check the Glossary in SEMA4 Help.
- For a promotion, verify that the amount of the increase does not exceed the maximum of the range or salary limits in contracts and plans.
- For a movement, for the purpose of determining salary, apply the same formula as promotion, demotion or transfer.
- Check the position record to make sure the information is accurate, especially: Job Code, Status, Department, Location, Business Unit, Title, Seniority Unit, Reg/Temp, Full/Part Time, Standard Hours, Classified Indicator, FTE, and Not To Exceed Date. Check the Position Funding.
- > Choose the appropriate Action and Reason. Refer to the check lists in SEMA4 Help.
- > If compensation is off step, be sure the Rate Code is correct.
- Add notes if it is an unusual transaction, or if the employee is given more than three steps on promotion.
- Figure out the Eligible For Next Increase date.
- If you do not have security clearance to the employee's record, process a department ID change before entering the transaction.

Promotion

Use the Promotion action to appoint an employee with permanent or probationary status to a position with permanent or probationary status in a higher job class. The higher job class has a salary range maximum which meets one of the following criteria:

- Is two or more salary steps higher than the maximum of the current job class; or
- Requires an increase of two or more steps to pay the employee at the minimum of the new range.

Some examples of promotions are:

- Competitive Open Appointment
- Agency Competitive Placement

Compare Promotion to Movement

Select Promotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a promotion.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select Check Lists.	HR & Payroll Check Lists appear
3. Select Promotion .	Promotion – Reason Codes page displays
 4. Select the lightning bolt button next to Agency Competitive Placement (ACP). Read the hint. 	A pop up box with a hint appears
5. Select again.	The hint disappears

Action	Result
 6. Select Agency Competitive Placement (ACP). Read the check list. Notice the reason code, ACP. 	Promotion - Agency Competitive Placement – Check List displays
7. Select Hires: Unlimited Classified Positions Operating Policy and Procedures.	Operating Policy and Procedure page displays
8. Select the Back button on the browser.	Check list appears again
 9. Scroll down. Select WHOA! Better Check Those Critical Fields Before Saving This Transaction. Notice the fields that have required values: Regular/Temporary Classified Indc Empl Class 	A pop-up box displays, listing fields with required values
10. Select the Back button.	Promotion – Reason Codes page displays
 11. Agency Competitive Placement is not the only reason code for the Promotion action. Look at some other lightning-quick hints, for descriptions of other reason codes. 12. Exit SEMA4 Help. 	Hints display

Process a Promotion – Walk-through

In this walk-through, you will process a promotion.

Dana Cooper, a Management Analyst 2, is being promoted to Management Analyst 3. You have security clearance to the job and position records. You have viewed the position record of Dana's new position, and it does not require any changes.

The action is **Promotion** because the employee is in permanent or probationary status, and is being appointed to a higher job class, in permanent or probationary status. The higher job class has a salary range maximum which meets one of the following criteria:

- Is two or more salary steps higher than the maximum of the current job class; or
- Requires an increase of two or more steps to pay the employee at the minimum of the new range.

Ac	ΓΙΟΝ	Result
1.	Sign in to the User Training database, using your training user ID and password.	Main menu appears
2.	Select Workforce Administration > Job Information > Job Data.	The Job Data search page displays
3.	In the EmpIID field, enter 000667 (substituting your two-digit code for the blanks) and select Search .	Work Location page displays information for Dana J. Cooper
4.	Be sure that the current or future row you want to copy displays.	For this example, the current row is displayed
5.	To insert a row of information, select the plus sign button.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field

The steps for processing a promotion are similar to some of the steps for processing a hire. Abbreviated steps will be shown here. See the *Hire* topic in Section A of the learning guide, or SEMA4 Help, if you need more detail or field definitions. Begin with the Work Location page.

State Of Minnesota					Home
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Work Location Job Information	Job Labor Payroll Sals	ry Plan Compensation Leav	e /WOC		
C D I			_		
Cooper,Dana J		Empl ID 00066701			
Employee		Empl Record U			~
Work Location (2)				Find First 🕚 1 of 3	🕑 Last
*Effective Date	04/02/2015			Go To Row	+ -
Effective Sequence	0	*Ac	tion Promotion	-	
HR Status	Active	Rea	son ACP 🔍 Agency Competiti	ive Placement	
Pavroll Status	Active	*Job Indic	ator Primary Job	-	
,	Calculate Status and Da	tes			
				Current 📋	
Position Number	00030002	Management Analyst 3			
	Override Position Data				
Position Entry Date	04/02/2015				
	Position Management Recr	ord			
Pagulatan/ Pagian	1164	United States			
Regulatory Region	OSA	Onited States			
Company	SMN	State of Minnesota			
Business Unit	H55MP	Human Srvcs-MAPE			
Department Department Entry Date	H55M300	Financial Management			
Department Entry Date	02/07/1990				
Location	H551S	Department of Human Services			
Establishment ID	H5542	Department of Human Services	Date Created	08/14/2012	
	111				
Expected Job End Date	31				
Job Data Emp	loyment Data		Benefits Program	Participation	

Fie	ld Name	DATA
1.	Effective Date	04/02/2015
	• Enter the first day of the promotion.	
	• If a warning message displays, verify the effective date.	
2.	Action	Promotion
	• Select Promotion .	
3.	Reason	ACP, Agency Competitive Placement
	Select the appropriate reason.	
4.	Position Number	00030002
	• Enter or look up the new position number. Press Tab .	

Field Name		DATA
5. Position Entry Date		04/02/2015
• This is the date th employee.	e position number was assigned to the	
6. Establishment ID		H5542
Use the Look Up p	bage to select a value.	

Select the Job Information page.

State Of Minnesota		Paarah	N Ad	vanced Sear	ch 🛛 🗔 Last Search Result	-	н	ome	Work
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Work Location Job Information	Job Labor Payr	roll <u>S</u> alary F	Plan <u>C</u> ompensation L	_eave /WOC					
Cooper,Dana J			Empl ID 00066701						
Employee			Empl Record 0						
Job Information (?)						Find	First 🕙 1 of 3	Last	
							Go To Row	1	
Effective Date	04/02/2015				Descrition		0010100		
Effective Sequence	0			Action	Promotion				
HR Status	Active			Reason	Agency Competitive Place	ment			
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Job Code	e 000893		Management Analyst 3						
Entry Date	e 04/02/2015	P							
Supervisor II)								
Reports To	0000001		Dir Agricultural Lab						
Regular/Temporar	y Unlimited		Full/Part	Full-Time					
Empl Class	Probatnry	•	*Officer Code	Non-Manage	er 🗸 🗸				
Regular Shit	it Day		Shift Rate						
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Contract Numbe	er 🗌			Nex	t Contract Number				
Contract Typ	e					1			
	-								
P 📰 USA									
									-
Job Data Emp	ployment Data				Benefits Program I	-articipati	ion		

Fie	ld Name	DATA
1.	Entry Date	04/02/2015
	 Change the job code entry date, if necessary. This is the date the job code was assigned to the employee record. This date affects the employee's class seniority, as defined in collective bargaining unit agreements or compensation plans. <i>Be sure this date is accurate</i>. 	
2.	Regular/Temporary	Unlimited
	 View for accuracy. Data came from the position record. For Promotion – Agency Competitive Placement, it must be Unlimited or Seasonal. This field affects employee insurance eligibility. 	
3.	Full/Part	Full-Time
	View for accuracy. Data came from the position record.This field affects employee insurance eligibility.	
4.	Empl Class	Probatnry
	 For a promotion, you must select Probatnry or Permanent. 	
5.	Officer Code	Non-Manager
	 Review the employee's benefit eligibility and select the appropriate value. This field indicates the employee's eligibility for Manager's Income Protection Plan (IPP) and any other insurance benefits associated with being a manager. 	
6.	Classified Indc	Classified
	 Check for accuracy. This data came from the position record. For Promotion – Agency Competitive Placement, it must be Classified 	
7.	Standard Hours	40.00
	 Check for accuracy. This data came from the position record. A change in standard hours can affect insurance eligibility and will change the FTE. 	

Select the Job Labor page.

					Home	Worklist Add to Favorites
tate Of Minnesota	All 👻 Sea	arch	» Advanced Search 🛛 Las	t Search Results		
						New Window 1
Nork Location Job Information	Job Labor Payroll	Salary Plan Compensati	ion Leave /WOC			
Cooper,Dana J		Empl ID 0006	86701			
mployee		Empl Record 0				
abor Information 👔					Fir	id First 🕚 1 of 3 🕑 Last
Effect	Exe Data 04/02/2015				Go To Row	
Effective S			Action Pr	romotion		-
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Bargai	ning Unit 214					
Labor Ag	greement					
Labor Agreement	Entry Dt 10/19/2002	31				
Employee	Category					
Employee Sub	category	Q				
Employee Subca	ategory 2	۹				
	Position	Management Record				
Uni	ion Code MAP	MN Assoc of Professional E	Emplo			
Union Senio	ority Date	31				
Works C	ouncil ID					
Labor F	acility ID	۹				
E	ntry Date	31				
	Stop Wag	e Progression				
	Pay Unio	n Fee				
	Exempt f	rom Layoff	Reason	۹,		
Assigned Seniority Dates 👔			Personalize Find	View All	First 🕙 1 of 1 🕑 Last	
Seniority Date Cor	ntrol Value	*Labor Seniority Date	Override	Override Reason		
Recalculate Seniority D	Dates	1	1			
Job Data Empl	loyment Data		Ber	nefits Program Partici	pation	

Field Name	DATA
1. Bargaining Unit	214
View for accuracy. Data came from the position record.This field affects employee insurance eligibility.	
2. Union Code	МАР
 View for accuracy. Data came from the position record. This field affects employee insurance eligibility. 	

Select the **Payroll** page.

					Union
tate Of Minnesota		Count	Advanced Search	Last Search Results	Home
		Search	Advanced Search	Last beardin Results	
Work Location Job Information	Job Labor Pay	yroll Salary Plan	Compensation Leave /WOC		
Cooper,Dana J			Empl ID 00066701		
Employee		Em	pl Record 0		
Payroll Information 🕐				Find	First 4 1 of 3 Last
Effective Date	04/02/2015				Go To Row
Effective Date	04/02/2015		Action Decembin		
Effective Sequence			Action Promotio	on	
HR Status /	Active		Reason Agency	Competitive Placement	
Payroll Status	Active		Job Indicator Primary	Job	(m)
					Current 🖵
Payroll for North America 👔					
Pay Group	P16	Human Services			
Employee Type	H Q	Hourly	Holiday Sched	ule HOL 🔍 Std.	Hol
Tax Location Code	MN Q	Minnesote	-		
GL Pay Type		in the solar	FICA Stat	tus Subject	-
Combination Code				Edit ChartFields	
Combination Code					

Field Name	DATA
 Pay Group This field is view-only and cannot be changed after the record was created. You can ignore the value displayed. 	Accept default
 2. Holiday Schedule Select the appropriate value. If the employee is not eligible for holidays, select NONE – No Holiday Schedule. 	HOL
3. Employee TypeSelect hourly or salaried.	Н
 4. Tax Location Code Accept the default MN; if the work location is outside of Minnesota, select the correct state. 	MN
5. FICA StatusAccept the default or select a value.	Subject

Select the Salary Plan page.

State Of Minnesota						_		Home	We
		All 🔻 Se	arch	»	Advanced Sea	irch 🛛 👌 Last Sea	rch Results		
Work Location Job Info	rmation Job Labo	or <u>P</u> ayro	Salary Plan	Compensation	Leave /WOC				
Cooper,Dana J				Empl ID 0006670)1				
Employee			Emp	ol Record 0					
Salary Plan 👔							Find View All	First 🕚 1 of 3 🕑 Last	
Effe	ctive Date 04/02/20	015						Go To Row	
Effective	Sequence 0				Action	Promotion			
	HR Status Active				Reason	Agency Competit	tive Placement		
Pay	roll Status Active				Job Indicator	Primary Job			
								Current	
		0							
Salary	Admin Plan 14G	4			Grade Entry D	ate 04/02/2015	31		
	Step 2				Step Entry D	ate 04/02/2015	31		
					oup endy of				
		ides Wage P	rogression Rule						
Job Data	Employment (Data				Benefits	Program Particip	ation	

Fie	ld Name	DATA
1.	Grade Entry Date	Accept default
	Accept the displayed value.	
2.	Step	2
	• If the compensation is on step, select the appropriate step for the promotion.	
3.	If a step value was entered, select the green double arrow button (refresh).	
4.	Step Entry Date	04/02/2015
	• Enter the date the employee entered this step.	

Select the **Compensation** page.

State Of Mini	nesota	[All 👻 Sear	h		» Ad	vanced Sea	arch 🙇 Las	st Search Results			Home	1
Work Location	Job Information	Job <u>L</u> ab	or <u>P</u> ayroll	<u>S</u> alary Plan	Compensa	tion	.eave /W <u>O</u> C	2					
Cooper,Dana	J				Empl ID 00066	3701							
Employee				Empl	Record 0								
Compensation 🕐										Find	First 🕙	1 of 3 🕑 Last	
	Effective Date	04/02/20	15								Go To Ro	w	
E	Effective Sequence	0					Action	Promotion					
	HR Status	Active					Reason	Agency Com	petitive Placem	ent			
	Payroll Status	Active				Jot	Indicator	Primary Job		_	Curre	nt 🗍	
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1 ONSTE	P	0			19.390000 👳	USD	N	H 🔍			+	-	
Calcula	ate Compensation												
Job Data	Emp	loyment [Data					Ber	nefits Program Pa	articipatio	on]

Fie	ld Name	DATA
1.	Rate Code	ONSTEP
	 If you entered a step on the Salary Plan page, you will see rate code ONSTEP. If you did not enter a step on the Salary Plan page, select the appropriate rate code. Off step rate codes are defined in the <i>Off Step Rate Codes – Reference</i>. Commissioners Plan and Managers Plan employees are always off-step; their promotional increases are based on a percent, not steps. 	
2.	Comp Rate	19.39
	• Verify the amount is correct. Rate code and comp rate filled in based on the step on the Salary Plan page.	
3.	Select Calculate Compensation.	The employee's total compensation rate displays
4.	Compensation Rate (displayed below the Action field)	19.39
	• Verify the employee's total compensation rate.	

Select the Leave/WOC page.

State Of Minnesota All Search Advanced Search Last Search Results Work Location Job Information Job Labor Payroll Search Compensation Leave AWOC Cooper_Dana_J Employee Empl ID 00066701 Empl Record 0 Job Option / Leave / WOC Find First 1 of 3 Lest Effective Date 04/02/2015 Go To Row Go To Row Effective Sequence 0 Action Promotion Approx H R Status Active Reason Code Agency Competitive Placement Option Code: Salary Authority: MAPE Special Program: None Leave Authority: PES MAPE MAPE VOC Job Code SetID: Salary Authority: PES MAPE - FT/PT Leave Eligible Work Out of Class - Requires WOC Rate Code on Compensation Salary Authority: PES MAPE - FT/PT Leave Eligible Work Out of Class - Requires WOC Rate Code on Compensation Salary Authority: PES MAPE - FT/PT Leave Eligible Jobcode: Grade: Appointment End Date: Step: Salary Authority: PES Jobb Data Employment Data					Home W
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Special Program: None Leave Authority: PE5 N MAPE - FT/PT Leave Eligible Work Out of Class Requires WOC Rate Code on Compensation Salary Admin Plan: WOC Job Code SetID: Salary Admin Plan: Jobcode: Grade: Appointment End Date: Step: Job Data Employment Data	Option Code:		Salary Authority: MAP	MAPE	
Work Out of Class Requires WOC Rate Code on Compensation WOC Job Code SetID: Salary Admin Plan: Jobcode: Grade: Appointment End Date: Step: Job Data Employment Data Benefits Program Participation	Special Program: None	▼	Leave Authority: PE5 🔍	MAPE - FT/PT Leave Eligible	
WOC Job Code SetID: Salary Admin Plan: Jobcode: Grade: Appointment End Date: Step:	Work Out of Class Requires W	OC Rate Code on Compensation			
Jobcode: Grade: Appointment End Date: Step: Job Data Employment Data Benefits Program Participation	WOC Job Code SetID:		Salary Admin Plan:		
Appointment End Date: Step: Job Data Employment Data Benefits Program Participation	Jobcode:		Grade:		
Job Data Employment Data Benefits Program Participation	Appointment End Date:		Step:		
	Job Data E	mployment Data		Benefits Program Partie	cipation

Field Name	ΟΑΤΑ
 Special Program Leave it blank or select a value. If the employee is appointed as a workers' compensation-related placement, select Workers' Compensation. If the employee is filling an essential position, select Essential. Do not select Not Available; this is for historical rows only. 	None
 2. Salary Authority Select the appropriate value. Data does <i>not</i> fill in from the position record. You have to review this field whenever you enter a position number, and change it if necessary. 	MAP
 3. Leave Authority Use the Lookup page to select the appropriate value. This is the set of rules governing an employee's eligibility for leave calculation, accrual, and usage. 	PE5

Select the **Employment Data** component link.

The Employment Information page displays.

							Home
State Of Minnesota	All 🔻 Se	arch	>> Advan	oed Search	Q Last Search Results	5	
					_		
Employment Information Additional	Employment Info						
Cooper,Dana J			Empl ID 00066701				
Employee			Empl Record 0				
Organizational Instance 👔							
Organizational Instance Red	0	Ori	ginal Start Date 02/07/1998		Override		
Last Start Date	02/07/1998	011	First Start Date 02/07/1998		i overnde		
Termination Date	02.0777000		0207/1000				
Organizational Assignment Data 🕐							
Instance Record							
Home/Host Classification	Home		Years M	Aonths D)ays		
Company Seniority Date	02/07/1996 関	Voverride	19	1	26		
Service Date	02/07/1996 関	Override	19	1	26		
Probation Date	09/23/2008 🛐						
Anniversary/Progression Date	04/02/2015 🛐		Last Verification I	Date		31	
Business Title	Management Anal	lyst 3	Position Ph	ione			
USA							
Owns 5% (or More) of Company							
Annointment End Date	24		Contract Ler	Not A	oplicable	•	
Appointment End Date	29					•	
Recrue renure services					¢.		
Service Calculation Group	```		FIE TOF FIEX SERVICE ACC	ual	÷		
Job Data Emplo	yment Data				Benefits Program	Participation	

Field Name	DATA
1. Probation Date	09/23/2008
 If the Empl Class is Probationary, enter the date the probation ends. 	
2. Anniversary/Progression Date	04/02/2015
 If this is a hire, rehire, or promotion for salary purposes, enter the effective date of this transaction. The anniversary or progression date is a <i>specific date</i> from which the Eligible for Next Increase date is calculated for all progression (also known as "step") increases. 	

Field Name	Data
3. Last Verification Date	
 Complete this field if your agency tracks this data. This is the most recent date the employee verified personal data. 	
4. Appointment End Date	
• If applicable, enter the date that corresponds to the last day the employee will be on the job. The appointment end date, which pertains to the employee's job, must be the same as, or prior to, the Not To Exceed Date on the position record.	

Select the Additional Employment Info page.

				Home Wor
State Of Minnesota	All - Search	>> Advanced Search	1 🔯 Last Search Results	
Employment Information Add	itional Employment Info			
Cooper,Dana J	Employee Empl I	0 00066701 Emp	DI Record 0	
Agency Use Date:	Barg Unit Seniority Date:	B Seniority Tie Bre	aker: 0	
Agency Seniority Date:	02/07/1998 🕅 Layoff Expiration Date:	Employee Works	s at Home?:	
Eligible for Next Increase:	04/02/2016 El Layoff Notice Date:	Security Clearar	осе Туре: 0	
Email Address:	dana.cooper@state.mn.us			
Work Phones		Find View All	First 🕚 1 of 1 🕑 Last	
Phone Type:	Main Business 🔻		• -	
Telephone:	651/555-9901 Extension: 0			
Job Data	Employment Data		Benefits Program Participation	

Field Name	Dата
1. Agency Use Date	
• Enter a date if it applies to the specific purpose set forth by your agency's policy.	
2. Barg Unit Seniority Date	
• Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank.	

Field Name	Data
 3. Agency Seniority Date Enter the date the employee started continuous employment with the current agency (example: Department of Human Services). Use this field to track agency length of service as defined in collective bargaining agreements and salary plans. This field appears on the Seniority Roster Report 	Accept displayed date
(HP6370).	
 4. Eligible for Next Increase Enter the date the employee is eligible for an increase. Check the contract or plan. If you leave this field blank, the employee may not appear on the Salary Increase/Probation End Date Report (HP6150). 	04/02/2016
 5. Security Clearance Type For most employee's, select 0 (Not Required). Select 2 (Secret) only if there is a legal or business reason to exclude the employee's public data from view. Use this value when the employee's employment with the state must be excluded from public knowledge. 	0
 6. Email Address Enter or verify the employee's email address at work. The insurance unit uses email to contact employees. 	dana.cooper@state.mn.us
7. Phone TypeSelect the phone type.	Main Business
8. TelephoneCheck the telephone number and change it if necessary.	651/555-9901

Select the **Benefits Program Participation** link.

The Benefit Program Participation page appears.

State Of Minnesota	All - Search	Advanced Search Q Last Search Results	Home	W
Benefit Program Participation				
Cooper,Dana J Employee	Empl I Empl Recor	D 00088701 d 0		
Benefit Status 🕐		Find First 🕚 1 of 3 🕑 Last		
Benefit Record Number	0	Go To Row		
Effective Date	04/02/2015			
Effective Sequence	0 Action	Promotion		
HR Status	Active Reason	Agency Competitive Placement		
Payroll Status	Active Job Indicato	r Primary Job		
Benefits System Annual Benefits Base Rate	Benefits Administration 45000.000 💭 USD	Benefits Employee Status Active		
BAS Group ID		Spec Elig MF12 State 12/12-Full ER Contrbtn		
Salary Authority MAP	MN Assoc of Professional Empl	Barg Unit 214 Elig		
Retirement Code 🗛 🔍	MSRS	SEGIP		
Benefits STATE	STATE	Suppl Ret		
Benefit Program Participation 🕜		Find View All First 🏵 1 of 1 🕑 Last		
Effective Date	02/07/1996 Currency Code	USD + -		
Benefit Program	MN1 Mn Benefit Program	n 1		
Job Data Employ	ment Data	Benefits Program Participation]

Field Name	ΟΑΤΑ
1. Annual Benefits Base Rate	Leave unchanged
 Accept the default. SEMA4 automatically updates this field for all agencies except MnSCU. MnSCU users should review the field, and change the value in SCUPPS if it is incorrect. This field affects employee insurance eligibility. 	
2. Salary Authority	Leave unchanged
Check for accuracy.This field affects employee insurance eligibility.	

Fie	ld Name	Data
3.	Retirement Code	АА
	Select the appropriate retirement plan code.This field affects employee insurance eligibility.	
4.	Benefits	STATE
	 Accept STATE, or most employees. COUNTY applies to certain employees participating in their county benefits program. This field affects employee insurance eligibility. 	
5.	Special Elig	MF12
	 Select the appropriate code. Refer to the Special Eligibility Codes – Reference in SEMA4 Help. This field affects employee insurance eligibility. 	
6.	Effective Date and Benefit Program in the Benefits Program Participation group box	Leave unchanged
	• The information in these fields is maintained by central benefits staff and is updated nightly by a batch job.	

Ac	ΓΙΟΝ	Result
1.	Select Save .	Saved displays briefly in
	• If a warning appears, read the message and select OK .	the upper-right corner
2.	Job Data Notepad (button that looks like a notebook)	Leave blank
	 For this walk-through, no notes are needed. Use Job Data Notepad to enter special notes regarding job data information when entering an unusual transaction, or when the reason code Other is used. 	
3.	Create or modify a work schedule for the new appointment.	
	• For this walk-through, do not create or modify a work schedule.	

SEMA4 Tips

Promotion, Demotion, Transfer, Movement

When processing a promotion, demotion, transfer, or movement, use the following tips to check your work.

- ✓ Be sure the Reason is correct.
- ✓ Make sure the row you added has a Position Number different from the previous row.
- ✓ Make sure the Empl Class is probationary or permanent.
- Commissioners Plan and Managers Plan employees must be off-step; their promotional increases are based on a percent, not steps.
- ✓ Be sure the salary information is entered correctly.
- ✓ Be sure the proper Probation Date is entered.
- ✓ If the transaction is a promotion for salary purposes, enter the effective date in the Anniversary/Progression Date field. This is where you record the date of the last hire, rehire, or promotion for salary purposes.
- ✓ Check that the Eligible for Next Increase date is accurate.
- ✓ Be sure the work Email Address and Telephone are up-to-date.
- ✓ Check the Special Elig code.
- ✓ After you save, enter notes if it is an unusual transaction, or if the employee is given more than three steps on promotion.
- ✓ If necessary, check the Leave Accrual Date.

Process a Promotion – Exercise

In this exercise, you will process a promotion, using Reason code COM.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the walk-through
- SEMA4 Help

Directions

You are filling an Information Technology Spec 1 position by promoting Mary Gardner, an Accounting Technician in permanent status. You have security clearance to the job record and position record.

In the **User Training** database, use the following information to process the promotion.

Hint: Select Workforce Administration > Job Information > Job Data.

FIELD NAME	DATA
Employee ID	006311 (substituting your two-digit code for the blanks)
Plus sign button	Select button to add a row
Effective Date	04/03/2015
Action	Promotion
Reason	COM, Competitive Open Appt
Position Number	00000333
Position Entry Date	04/03/2015
Establishment ID	G24SP
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probatnry
Officer Code	Non-Manager

FIELD NAME	DATA
Classified Indc (view only)	Classified
Standard Hours (view-only)	40.00
Bargaining Unit (view only)	214
Union Code (view only)	МАР
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	Н
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	6
Green double arrow button (refresh)	Select button
Step Entry Date	04/03/2015
Rate Code	ONSTEP
Comp Rate	17.52
Calculate Compensation	Select button
Compensation Rate (view-only)	17.52
Special Program	None
Salary Authority	МАР
Leave Authority	PE1
Probation Date	10/03/2015
Anniversary/Progression Date	04/03/2015
Last Verification Date	Leave unchanged
Appointment End Date	Blank
Barg Unit Seniority Date	Blank

Field Name	Data
Agency Seniority Date	Accept displayed date
Eligible for Next Increase	4/3/2016
Security Clearance Type	0
Email Address	mary.gardner@state.mn.us
Work Phone Type	Main Business
Telephone	651/555-9876
Salary Authority	Leave unchanged
Retirement Code	АА
Benefits	STATE
Special Elig	MF12
	Refer to the <i>Special</i> Eligibility Codes – Reference

Solution

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota		Home W
	All V Search	Advanced Search Q Last Search Results
Work Location Job Information	Job Labor Payroll Sal	Iary Plan Compensation Leave /WQC Empl ID 00631102
Cimpioyee		
Work Location (2)		Find First 🔍 1 of 2 🔍 Last
*Effective Date	ie 04/03/2015 🛐	Go To Row 🛨 💻
Effective Sequence	e 0	*Action Promotion
HR Statu	s Active	Reason COM 🧠 Competitive Open Appt
Payroll Statu	s Active	*Job Indicator Primary Job 👻
Position Numbe	er 00000333	Information Technology Spec 1
Position Entry Date	e 04/03/2015 🔄	cord
Regulatory Region	n USA	United States
Company	y SMN	State of Minnesota
Business Uni	it G24MP	DOER-MAPE
Departmen Department Entry Date	nt G241000 xe 04/03/2015	H/R Administration
Location Establishment II	n G24SP D G24SP	Employee Relations Date Created 04/03/2015
Expected Job End Date	ie iii	
Job Data Em	nployment Data	Benefits Program Participation

				Heme W
State Of Minnesota	All - Search	Ad	vanced Search 👩 Last Search Results	Home We
Work Loophing Links from the	Jab Labas - Davasil	Color: Plan		
Work Location Job Information	Job Labor Payroli	Salary Plan Compensation	eave /woc	
Gardner,Mary		Empl ID 00631102		
Employee		Empl Record 0		
Job Information 🕐				Find First 🕙 1 of 2 🕑 Last
Effective Date	04/03/2015			Go To Row
Effective Sequence	0		Action Promotion	
HR Status	Active		Reason Competitive Open Appt	
Payroll Status	Active	oL	Indicator Primary Job	
				Current
Job Code	003583	Information Technology S	Spec 1	
Entry Date	04/03/2015	81		
Supervisor ID				
Reports To				
Regular/Temporary	Unlimited	Full/Part	Full-Time	
Empl Class	Probatnry	▼ *Officer Code	Non-Manager 🔻	
Regular Shift	Day	Shift Rate		
Classified Ind	Classified	Shift Factor		
Standard Hours 🕜				
Standard Hours	40.00	Work Period	SMN MN Weekly	
FTE	1.000000			
Contract Number 👔				
Contract Number			Next Contract Number	
Contract Type				
USA USA				
Job Data Emplo	oyment Data		Benefits Program Pa	articipation

State Of Minnesota	All	Search	>> Advanced Sea	rch 🛛 Last Search Results		Home	\
		Search					
Work Location Job Information	Job Labor Pay	yroll Salary Plan Compens	sation Leave /WOC				
Gardner,Mary		Empl ID 0	0631102				
Employee		Empl Record 0					
Payroll Information 🕜					Find First 1 of 2	2 🕑 Last	t
Effective Date 0)4/03/2015				Go To Row		
Effective Sequence 0	5		Action	Promotion			
HR Status A	Active		Reason	Competitive Open Appt			
Payroll Status A	Active		Job Indicator	Primary Job			
					Current		1
Payroll for North America (?)							
Pay Group	P25	Minnesota Management & Budge	et				
Employee Type	4	Hourly	Holiday	Schedule HOL	🔍 Std. Hol		
Tax Location Code	VIN 🔍	Minnesota					
GL Pay Type			F	ICA Status Subject	•		
Combination Code				Edit ChartFields			
Job Data Emp	loyment Data			Benefits Program P	articipation		7

State Of Minnesota	All Search Advanced Search Last Search Results	Home Wo
Work Location Job Information Job La	oor Payroll Salary Plan Compensation Leave /WOC	
Gardner,Mary	Empl ID 00631101	
Employee	Empl Record 0	
Salary Plan 👔	Find View All	First 🕙 1 of 2 🕑 Last
Effective Date 04/03/2	015	Go To Row
Effective Sequence 0	Action Promotion	
HR Status Inactive	Reason Competitive Open Appt	
Payroll Status Retired	Job Indicator Primary Job	
Salary Admin Plan 7 Grade 64 Step 6	Grade Entry Date 07/14/1970 3	Current
	מעפא אמשר רוסטופאוטון געופ	
Job Data Employmen	Data Benefits Program Particip	ation

State Of Mi	nnesota	[All 🔻 Search	1		>> Advan	oed Search	🔁 Last Sea	rch Results			Ho	me	V
Work Location	Job Informatio	n Job <u>L</u> ab	or <u>P</u> ayroll	Salary Plan	Compensatio	n Leav	e /W <u>O</u> C							
Gardner,Mar Employee	ע			E Empl F	mpIID 006311 Record 0	01								
Compensation	(?) Effective D	ate 04/03/20	15							Find	First 🕙 1 Go To Ro	1 of 2 🕑 w	Last	
	Effective Sequer HR Sta	nce 0 tus Inactive				R	Action Pron eason Com	notion Ipetitive Oper	n Appt					
	Payroll Sta	tus Retired			_	Job Ind	licator Prim	ary Job			Curre	nt		
Pay Compone	Compensation ents (?)	Rate	17.520000	J	Frequency	н	Perso	onalize Find	Annual Rat	First	3 1 of 1	86,581.70 Last	30	
Amounts *Rate	Controls Cha Code	Seq 0	Comp Rate		17.520000	Currency USD 🔍	Frequ	Jency	Percent		+	-		
Calo	ulate Compensatio	n												
Job Data		Employment I	Data					Benefits	Program Pa	articipation	ı			

State Of Minnesota	All V Search	>> Adva	anced Search	🧕 Last Search R	esults		Home	Work
Work Location Job Information Job La	bor <u>P</u> ayroll <u>S</u> alary Plan	Compensation Le	ave /WOC					
Gardner,Mary Employe	e	Empl ID 00631101	Emp	Record 0				
Job Option / Leave / WOC					Find	First 🕚 1 of 2 🕑	Last	
Effective Date 04/03/2	2015					Go To Row		
Effective Sequence 0			Action Pror	notion				
HR Status Inactiv	e	Rea	son Code Com	petitive Open Ap	pt			
Payroll Status Retired		Job	Indicator Prim	ary Job				
						Current		
Option Code:		Salary Authority:	MAP 🔍	MAPE				
Special Program: None	▼	Leave Authority:	PE1 🔍 N	IAPE Emp Eligibl	e For Leave	•		
Work Out of Class Requires WOC Rate	Code on Compensation							
WOC Job Code SetID:		Salary Admi	n Plan:					
Jobcode:		Grade:						
Appointment End Date:		Step:						
Job Data Employme	nt Data			Benefits Pro	gram Partic	ipation		

Employment Data component:

							Homo	104
State Of Minnesota	All V Sea	arch	>> A	ivanced Search	🗟 Last Search Res	ults	nome	
	111 1 000	2101						
Employment Information Additional E	Employment Info							
Gardner,Mary			Empl ID 00631	101				
Employee			Empl Record 0					
Organizational Instance 👔								
Organizational Instance Rcd	0	Ori	ginal Start Date 07/14/1	970	Override			
Last Start Date	07/14/1970		First Start Date 07/14/1	970				
Termination Date	07/13/2008							
Organizational Assignment Data 🕐								
Instance Record								
Home/Host Classification	Home		Years	Months I	Days			
Company Seniority Date	07/14/1970 関	Voverride	38	0	0			
Service Date	07/14/1970 関	Voverride 🗵	38	0	0			
Probation Date	10/03/2015 関							
Anniversary/Progression Date	04/03/2015 関		Last Verificat	tion Date		31		
Business Title	Information Techno	ology Spec 1	Positio	n Phone				
USA								
Owns 5% (or More) of Company								
Appointment End Date	31		Contrac	t Length Not A	pplicable	•		
Accrue Tenure Services			FTE for Tenure	Accrual	\$			
Service Calculation Group	Q		FTE for Flex Service	Accrual	¢			
Job Data Employ	ment Data				Benefits Progra	m Participation		

State Of Minnesota	All • Search	>	Advanced Search 👩 Las	t Search Results	Home Wor
Employment Information	Additional Employment Info				
Gardner,Mary	Employee	Empl ID 00631101	Empl Record	0	
Agency Use Date:	Barg Unit Seniori	ly Date:	Seniority Tie Breaker:	0	
Agency Seniority Date:	07/14/1970 B Layoff Expiration	Date:	Employee Works at Home	?:	
Eligible for Next Increase:	04/03/2016 Layoff Notice Date	e: 🕅	Security Clearance Type:	0	
Email Address:	mary.gardner@state.mn.us				
Work Phones			Find View All First	1 of 1 🕑 Last	
Phone Type:	Main Business	•		+ -	
Telephone:	612/555-9876 E	ktension: 0			
Job Data	Employment Data		B	Benefits Program Participation	

Benefits Program Participation component:

State Of Minnesota	All V Search	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Last Search Results	Home	Work
Benefit Program Participation					
Gardner,Mary	Empl	D 00631101			
Employee	Empl Reco	d 0			
Benefit Status 🕐			Find First 🖤 1 of 2 🖤 Last		
Benefit Record Number	r 0		Go To Row		
Effective Date	04/03/2015				
Effective Sequence	0 Actio	Promotion			
HR Status	Inactive Reaso	Competitive Open Appt			
Payroll Status	Retired Job Indicate	r Primary Job			
Popofite System	Popolita Administration		Current		
Denents System	Benenis Administration	Benefits Er	Contribution		
Annual Benefits Base Rate	40000.000 💭 USD				
Benefits Administration Eligibility (?)					
BAS Group ID		Spec Elig MF12 State	e 12/12-Full ER Contrbtn		
Salary Authority MAP	MN Assoc of Professional Empl	Barg Unit 214	Elig		
Retirement Code AA	MSRS	SEGIP			
Benefits STATE	STATE	Suppl Ret			
Benefit Program Participation 🕐		Fi	ind View All First 🕚 1 of 1 🕑 Last		
Effective Date	07/14/1970 Currency Cod	• USD	* =		
Benefit Program	MN1 Mn Benefit Progra	n 1			
Job Data Employ	yment Data		Benefits Program Participation		

Ac	TION	Result
1.	 Select Save. Several warning messages may appear. Select OK on the warning messages. If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again. 	<i>Saved</i> displays briefly in the upper-right corner
2.	For this exercise, you will not create or modify a work schedule.	

Demotion

Select the Demotion action when an employee with permanent or probationary status is appointed to a lower job class, with permanent or probationary status. The new job class has a maximum salary that is two or more salary steps below the maximum of the current job class.

Compare Demotion to Movement

Select Demotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a demotion.

Action	Result
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select Check Lists.	HR & Payroll Check Lists appear
3. Select Demotion .	Demotion – Reason Codes page displays
 Scroll down. Select the lightning bolt button next to Voluntary Demotion (VOL). 	A pop up box with a hint appears
Read the hint.	
5. Select again.	The hint disappears
6. Select Voluntary Demotion (VOL).	Demotion – Voluntary Demotion – Check List
Read the check list.	displays
 Notice the reason code, VOL. 	
7. Scroll down to the bottom.	

Ac	TION	Result
8.	 Select WHOA! Better Check Those Critical Fields Before This Transaction. Notice the fields that have required values: Regular/Temporary Classified Indc Empl Class 	A pop-up box displays, listing fields with required values
9.	Exit SEMA4 Help.	

Process a Demotion – Exercise

In this exercise, you will process a demotion.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the Promotion walk-through
- SEMA4 Help

Directions

Andrea Jones, hired as a Management Analyst 2 on 2/7/1996, is being voluntarily demoted to Management Analyst 1 at another location. The position is classified and unlimited. You have security clearance to the job and position records. You have viewed the position record of the new position, and it does not require any changes.

The action is **Demotion** because an employee with permanent or probationary status is being appointed to a lower job class, in permanent or probationary status. The new job class has a maximum salary that is two or more salary steps below the maximum of the current job class.

In the **User Training** database, use the following information to process the demotion.

Field Name	DATA
Employee ID	000666 (substituting your
	two-digit code for the blanks)
Plus sign button	Select button to add a row
Effective Date	04/03/2015
Action	Demotion
Reason	VOL, Voluntary Demotion
Position Number	00030004
Position Entry Date	04/03/2015
Establishment ID	H5542
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probationary
Officer Code	Non-Manager
Classified Indc (view-only	Classified
Standard Hours (view-only)	40.00
Bargaining Unit (view-only)	214
Union Code (view-only)	МАР
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	Н
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	3
Green double-arrow button (refresh)	Select button

FIELD NAME	DATA
Step Entry Date	04/03/2015
Rate Code	ONSTEP
Comp Rate	17.01
Calculate Compensation	Select button
Compensation Rate (view-only)	17.01
Special Program	None
Salary Authority	МАР
Leave Authority	PE5
Probation Date	10/03/2015
Last Verification Date	Leave unchanged
Appointment End Date	Blank
Barg Unit Seniority Date	Blank
Agency Seniority Date	Leave unchanged
Eligible for Next Increase	04/03/2016
Security Clearance Type	0
Email Address	andrea.jones@state.mn.us
Work Phone Type	Main Business
Telephone	507/444-1111
Salary Authority	Leave unchanged
Retirement Code	АА
Benefits	STATE
Special Elig	MF12 Refer to the <i>Special Eligibility</i> <i>Codes – Reference</i>

Solution

Your pages should resemble the following pages.

Job Data component:

												Home	W
State Of Minnesota		All	• Search	1		>>	Advanced S	Search	词 Last Search Result	5			
Work Location Job Information	Job L	abor	Payroll	Salary Plan	<u>C</u> ompense	ation	Leave /M						
Jones,Andrea C					Empl ID 00	06660	11						
Employee				Emp	ol Record 0								
Work Location 🕐										Find Fin	st 🕚 1 of 4	Last	
*Effective Da	te 04/03/	2015	31							Go T	o Row	+ -]
Effective Sequence	e 0						*Action	Demo	tion		-		
	A						Reason		Notional Description				
HK Statt	IS Active					*.1	ob Indicator	Prima	 Voluntary Demoti 	on	-		
Payroll State	is Active	Calculat	ta Status a	und Dates	1		ob marcator		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
		Calcula	ie Status a	ind Dates						Current	m		
Position Numb	er 00030	004		Manag	amont Analys	+ 1				Guilen			
		Overri	de Positio	n Data									
Desition Entry De	- 0.4/02/	2045			1								
Position Entry Da	te 04/03/.	2015	<u></u>	4 B									
	- Po	sition IVI	anagemer	it Record									
Regulatory Regio	on USA			United	States								
Compar	ny SMN			State o	f Minnesota								
Business Ur	nit H55M	P		Human	Srvcs-MAPE								
Departme	nt_H5542	201		Suppor	t Services								
Department Entry Da	te 04/03/	2015	31										
Locatio	n H55T	С		8th Ave	e Owatonna								
Establishment	ID H5542		0	Departr	ment of Huma	n Sen	vices		Date Created	08/14/2012			
Expected Job End Da	te		31										
Job Data Er	nolovmer	nt Date							Benefits Program	Participation			7
		- word							Serveries - rogram				

State Of Minnesota	All 👻 Search	>> Ad	vanced Search	Last Search Results	Home	Wo
Work Location Job Information	Job Labor Payroll	Salary Plan Compensation L	_eave /WOC			
Jones Andrea C		Empl ID 00066601				
Employee		Empl Record 0				
		·				
Job Information (2)					Find First 1 of 4 Las	st
Effective Date	04/03/2015				Go To Row	
Effective Sequence	0		Action Dem	notion		
HR Status	Active		Reason Volu	Intary Demotion		
Payroll Status	Active	Jo	b Indicator Prim	ary Job		
					Current	
Job Code	000006	Management Analyst 1				
Entry Date	04/03/2015	21				
Supervisor ID						
Reports To	00000017	Administrative Mgt Directo	r1 00500001	Rowe,Vera C		
Regular/Temporary	Unlimited	Full/Part	Full-Time			
Empl Class	Probatnry	*Officer Code	Non-Manager	-		
Regular Shift	Day	Shift Rate				
Classified Ind	Classified	Shift Factor				
Standard Hours 🕐						
Standard Hours	40.00	Work Period	SMN MN	Weekly		
FTE	1.000000					
Contract Number (?)						1
Contract Number			Next Co.	ntract Number		
Contract Number	<u> </u>		HEAL CO	ninger Humber		
Contract Type						
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Job Data Empl	oyment Data			Benefits Program Pa	articipation	

tate Of Minnesota	All V Search	>> Advanced Search Q Last Search Results	Home
Work Location Job Information Job	abor Payroll Salary Plan Compensa	tion Leave /WOC	
Jones,Andrea C Employee	Empl ID 000 Empl Record 0	066601	
Payroll Information (?)			Find First 1 of 4 1 last
Effective Date 04/03	/2015		Go To Row
Effective Sequence 0		Action Demotion	
HR Status Activ		Reason Voluntary Demotion	
Payroll Status Activ	ł	Job Indicator Primary Job	-
			Current
Payroll for North America 👔			
Pay Group P16	Human Services		
Employee Type H	🔍 Hourly	Holiday Schedule HOL	🔍 Std. Hol
Tax Location Code MN	🔍 Minnesota		
GL Pay Type		FICA Status Subject	•
Combination Code		Edit ChartFields	
Job Data Employm	ent Data	Benefits Program F	Participation

tate Of Minnesota	All - Sea	Advanced Search 🛛 Last Search Results	Home
Vork Location Job Information	Job Labor Payroll	Salary Plan Compensation Leave /WOC	
ones,Andrea C		Empl ID 00088801	
mployee		Empl Record 0	
alary Plan 🕜		Find View All First 🛈	1 of 4 🕑 Last
Effective Date	04/03/2015	Go To R	ow
Effective Sequence	0	Action Demotion	
HR Status	Active	Reason Voluntary Demotion	
Payroll Status	Active	Job Indicator Primary Job	.005
Salary Admin Pla	n 14G	Grade Entry Date 04/03/2015	ent 🛄
Ste	p 3 🔍	Step Entry Date 04/03/2015	
	Includes Wage Pro	ression Rule	
Job Data Em	ployment Data	Benefits Program Participation	

							Home
ite Of Minnesota	All - Search		» Advan	oed Search	🧕 Last Search Results		
ork Location Job Information Job L	abor <u>P</u> ayroll <u>S</u> ala	ary Plan Compensati	on Leav	ve /W <u>O</u> C			
nes,Andrea C		Empl ID 00068	801				
oloyee		Empl Record 0					
npensation 🕐						Find First 4 1 of	4 🕑 Last
Effective Date 04/03/2	2015					Go To Row	
Effective Sequence 0				Action Demo	tion		
HR Status Active			R	eason Volun	tary Demotion		
Payroll Status Active			Job Inc	licator Prima	ry Job		
						- Current	
Compensation Rate	17.010000 💭	Frequency	н	Hourly	Annual Rate	e 35,5	16.880
Pay Components 🕜				Person	alize Find 🗖 🛄	First 🕙 1 of 1 🕑 L	ast
Amounts Controls Changes Co	nversion 💷						
*Rate Code Seq	Comp Rate		Currency	Freque	ncy Percent		
1 ONSTEP		17.010000 🛒	USD 🔍	Н	۹	+	-
Calculate Compensation							
ob Data Employmen	t Data				Benefits Program Pa	articipation	

State Of Minnesota	All V Search	>> Adva	noed Search	🗟 Last Search Result	Home	Wo
Work Location Job La	abor <u>P</u> ayroll <u>S</u> alary Plan	<u>C</u> ompensation Lea	ave /WOC			
Jones,Andrea C Employ	e	Empl ID 00066601	Emj	pl Record 0		
Job Option / Leave / WOC				F	ind First 🕚 1 of 4 🕑 Last	
Effective Date 04/03/	2015				Go To Row	
Effective Sequence 0			Action Der	motion		
HR Status Active		Reas	son Code Vol	untary Demotion		
Payroll Status Active		Job	Indicator Prin	mary Job	(000)	
Option Code:		Salary Authority:	MAP 🔍	MAPE	Current	
Special Program: None	T	Leave Authority:	PE5 🔍	MAPE - FT/PT Leave E	ligible	
Work Out of Class Requires WOC Rate	Code on Compensation					
WOC Job Code SetID:		Salary Admir	n Plan:			
Jobcode:		Grade:				
Appointment End Date:		Step:				
Job Data Employme	nt Data			Benefits Program	Participation	

Employment Data component:

Ctoto Of Minnosoto					Home
state of Minnesota	All 👻 Sea	arch	>> Advanced S	Search 🛛 🗟 Last Search Results	
Employment Information Additional Er	mployment Info				
Jones,Andrea C		Em	pl ID 00066601		
Employee		Empl Re	cord 0		
Organizational Instance (?)					
Organizational Instance Rcd 0)	Original Start D	ate 02/07/1996	Override	
Last Start Date 0	02/07/1996	First Start D	ate 02/07/1996		
Termination Date					
Organizational Assignment Data					
Instance Record					
Home/Host Classification H	lome		Years Mont	hs Days	
Company Seniority Date 02	2/07/1996 関	Voverride	19 1	27	
Service Date 02	2/07/1996 関	Voverride	19 1	27	
Probation Date 10	0/03/2015 🛐				
Anniversary/Progression Date	31	L	ast Verification Date	31	
Business Title N	Management Analy	yst 1	Position Phone		
USA					
Owns 5% (or More) of Company					
Appointment End Date	31		Contract Length	Not Applicable	•
Accrue Tenure Services		FT	E for Tenure Accrual	Ċ,	
Service Calculation Group	Q	FTE for F	lex Service Accrual	\$	
• _			L		
International State				Readity Descent De	41-141
Employn	nem Data			benenis Program Pa	incipation

State Of Minnesota	All V Search Search Advanced Search Q Last Search Results	Home Work
Employment Information	Additional Employment Info	
Jones,Andrea C	Empl ID 00088801 Empl Record 0	
Agency Use Date:	Barg Unit Seniority Date: Seniority Tie Breaker:	
Agency Seniority Date:	02/07/1998 🛐 Layoff Expiration Date: 🕅 Employee Works at Home?:	
Eligible for Next Increase:	04/03/2018 🛐 Layoff Notice Date: 🛐 Security Clearance Type: 0 🔍	
Email Address:	andrea.jones@state.mn.us	
Work Phones	Find View All First 🕚 1 of 1 🕑 Last	
Phone Type:	Main Business 👻 💻	
Telephone:	507/444-1111 Extension: 0	
Job Data	Employment Data Benefits Program Participation	١

Benefits Program Participation component:

State Of Minneseta			Home
State Of Minnesota	All - Search	Advanced Search Q Last Search	Results
Benefit Program Participation			
Jones,Andrea C	Empl I	D 00066601	
Employee	Empl Recor	d 0	
Benefit Status 🕜		Find	First 🕚 1 of 4 🕑 Last
Benefit Record Number	0		Go To Row
Effective Date	04/03/2015		
Effective Sequence	0 Action	n Demotion	
HR Status	Active Reason	Voluntary Demotion	
Payroll Status	Active Job Indicato	r Primary Job	
			Current 🛄
Benefits System	Benefits Administration	Benefits Employee Statu	s Active
Annual Benefits Base Rate	40000.000 💭 USD		
Benefits Administration Eligibility (?)			
BAS Group ID		Spec Elig MF12 State 12/12-Full EF	R Contrbtn
Salary Authority MAP	VIN Assoc of Professional Empl	Barg Unit 214	Elig
Retirement Code 🗛	MSRS	SEGIP	Fld 8
Benefits STATE	STATE	Suppl Ret	
Benefit Program Participation (?)		Find View All	First 🚯 1 of 1 🕑 Last
Effective Date	02/07/1998 Currency Code	USD .	+ -
Benefit Program	MN1 Mn Benefit Proorar	n 1	
Job Data Employn	ient Data	Benefits Pr	ogram Participation

Ac	TION	Result
1.	 Select Save. Several warning messages may appear. Select OK on the warning messages. If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again. 	<i>Saved</i> displays briefly in the upper-right corner
2.	For this exercise, you will not create or modify a work schedule.	

Transfer

Use the Transfer action when an employee in permanent or probationary status is laterally appointed, in permanent or probationary status, to another position in one of the following circumstances:

- The same job class in a different agency or organizational unit; or
- A different job class assigned to the same salary range; or
- A different job class assigned to a salary range which differs by less than two steps at the minimum and maximum; or
- A different job class with a salary range which differs by less than two steps at the maximum but differs by more than two steps at the minimum, if less than a two-step increase is required to pay the employee at the minimum of the new range

A transfer may occur within an agency or organizational unit or between two agencies or organizational units. Reassignment of an employee does not constitute a transfer.

Some examples of reasons for the Transfer action are:

- Agency Transfer Transferring an employee to a different agency, in the same job class
- Class Transfer Transferring an employee to a different job class, in the same agency or a different department or agency

When an employee is transferred from one agency to another, the *receiving* agency processes the transfer.

Compare Transfer to Data Change

If the appointment has the same job code *and* the same agency, process a Data Change rather than a Transfer. Use one of the following Data Change reason codes:

- Position Number Change (PSN)
- Position Number Change Bid (BID)
- Position Number Change Reassignment (RAS)
- Position Number Change Expression of Interest (EOI)

Compare Transfer to Movement

Select the Transfer action if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a transfer.

Ac	TION	Result
1.	Access SEMA4 Help.	SEMA4 Help Contents displays
2.	Select Check Lists.	HR & Payroll Check Lists appear
3.	Select Transfer.	Transfer – Reason Codes page displays
4.	Scroll down. Select the lightning bolt button next to Agency Transfer (ATF).Read the hint.	A pop up box with a hint appears
5.	Select again.	The hint disappears
6.	 Select Agency Transfer (ATF). Read the check list. Notice the reason code, ATF. 	Transfer – Agency Transfer – Check List displays
7.	Scroll down to the bottom.	
8.	 Select WHOA! Better Check Those Critical Fields Before This Transaction. Notice the fields that have required values: Regular/Temporary Classified Indc Empl Class 	A pop-up box displays, listing fields with required values
9.	Exit SEMA4 Help.	

Process a Transfer – Exercise

In this exercise, you will process a transfer.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the Promotion walk-through
- SEMA4 Help

Directions

Keith Forest was hired as a Registered Nurse, and has permanent status. He has accepted another Registered Nurse position at a different agency. You have security clearance to the job and position records. You have viewed the position record for the new position, and it does not require any changes.

The action is **Transfer** because the employee has permanent or probationary status, and is being laterally appointed, in permanent or probationary status, to a position which is in the same job class, in a different agency or organizational unit.

Field Name	DATA
Employee ID	000871 (substituting your
	two digit code for the blanks)
Plus sign button	Select button to add a row
Effective Date	04/03/2015
Action	Transfer
Reason	ATF, Agency Transfer
Position Number	00000704
Position Entry Date	04/03/2015
Establishment ID	H5542
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probatnry

In the User Training database, use the following information to process the transfer.

FIELD NAME	DATA
Officer Code	Non Manager
Classified Indc (view-only)	Classified
Standard Hours (view only)	40.00
Bargaining Unit (view-only)	205
Union Code	MNA
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	Н
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	6
Green double-arrow button (refresh)	Select button
Step Entry Date	04/03/2015
Rate Code	ONSTEP
Comp Rate	22.23
Calculate Compensation	Select button
Compensation Rate (view-only)	22.23
Special Program	None
Salary Authority	MNA
Leave Authority	NA1
Probation Date	10/03/2015
Last Verification Date	Leave unchanged
Appointment End Date	Blank
Barg Unit Seniority Date	Leave unchanged

Field Name	Data
Agency Seniority Date	Leave unchanged
Eligible for Next Increase	04/03/2016
Security Clearance Type	0
Email Address	keith.forest@state.mn.us
Work Phone Type	Main Business
Telephone	763/555-2222
Salary Authority	Leave unchanged
Retirement Code	АА
Benefits	STATE
Special Elig	MF12
	Refer to the Special Eligibility Codes – Reference

Solution

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota	AI	II 🔻 Search	1	>	Advanced S	earch	👰 Last Search Result	5		Home	Wor
Work Location	Job <u>L</u> abor	<u>P</u> ayroll	Salary Plan	Compensation	Leave /W	<u>o</u> c					
Forest,Keith			Emp	Empl ID 000871	01						
Work Location 🕐								Find	First 🕚 1 of 3	Last	t
*Effective Date	04/03/2015	31							Go To Row	+ -	-
Effective Sequence	• 0				*Action	Transf	fer		•		
HR Status	Active				Reason	ATF 🤇	Agency Transfer				
Payroll Status	Active			*	Job Indicator	Prima	ry Job		•		
	Calo	ulate Status a	nd Dates								
								Curren	t 📋		
Position Number	r 00000704	Q	Registe	ered Nurse							
	Ov	erride Position	n Data								
Position Entry Date	04/03/2015	21									
	Position	Managemen	t Record								
Regulatory Region	USA		United	States							
Company	SMN		State o	of Minnesota							
Business Uni	t H55NA		Human	n Srvas-Nurses							
Departmen	t H554130		Health	Source Clinic							
Department Entry Date	04/03/2015	31									
Location	H55C1		Cambri	idge Regional Cen	ter						
Establishment II	H5542	0	Depart	ment of Human Se	rvices		Date Created	08/14/20	12		
Expected Job End Date	•	R									
Job Data Em	ployment Dat	а					Benefits Program	Participa	tion		7

State Of Minnesota	All 👻 Search	>> A4	dvanced Search 🛛 👩 Last S	earch Results	Home V
Work Location Job Information	Job Labor Payroll Sala	ary Plan <u>C</u> ompensation	Leave /WOC		
Forest.Keith		Empl ID 00087101			
Employee		Empl Record 0			
Job Information (?)				Find First 🕚 1	of 3 🕑 Last
Effective Dete	04/02/2045			Go To Row	
Effective Sequence	0		Action Transfer		
HR Status	Active		Reason Agency Transf	er	
Payroll Status	Active	J	ob Indicator Primary Job		
				Current	
Job Code	001878	Registered Nurse			
Entry Date	01/07/1998	Neglistered Huise			
Supervisor ID					
Reports To					
Regular/Temporary	Unlimited	Full/Part	Full-Time		
Empl Class	Probatnry •	*Officer Code	Non-Manager	•	
Regular Shift	Day	Shift Rate			
Classified Ind	Classified	Shift Factor			
Standard Hours (2)	40.00	Work Period	SMN MN Weekly		
FTE	1.000000	None Period	Sinne Inneweering		
Contract Number (?)					
Contract Number			Next Contract Num	iber	
Contract Type					
USA USA					
Job Data Emplo	loyment Data		Benef	its Program Participation	
State Of Minnesota	All Search	>> Adv	vanced Search 🛛 🗟 Last Se	arch Results	Home Wo
Work Location Job Information	lob Lobor Bauroll Salar	Plan Componention I			
			eavernigo		
Employee		Empl ID 0008/101			
Pavroll Information (2)				Find First 1 of	2 🕑 Last
Effective Data 0	4/02/2015			Go To Row	Cast
Effective Sequence 0	14/03/2015		Action Transfer		
HR Status A	, Active		Reason Agency Transfer		
Payroll Status A	Active	Job	Indicator Primary Job		
				Current C	
Payroll for North America (?)					
Dave Occurry of	D40	·			
Employee Type H	P18 Veterans Affa	irs	Holiday Schedule HOL	Q. Std Hol	
Tax Location Code	MN Minnesote		HOL	-	
GL Pay Type	- winnesora		FICA Status Sub	ject 👻	
Combination Code			Edit C	ChartFields	

State Of Mi	nnesota		All 🔻	Search			» A	dvanced Sea	arch 🧕 Last Se	earch Results			Home
Work Location	Job Information	Job <u>L</u> ab	or <u>P</u> ay	yroll <u>S</u>	alary Plan	Compensat	tion	Leave /W <u>O</u> O	c i				
Forest,Keith					En	pl ID 00087	101						
Employee					Empl Re	ecord 0							
Compensation	?										Find	First 🕙 1	of 3 🕑 Last
	Effective Date	04/03/20	15									Go To Rov	v
	Effective Sequence	e 0						Action	Transfer				
	HR Status	Active						Reason	Agency Transfe	r			
	Payroll Status	Active					Jo	b Indicator	Primary Job			Curren	nt 🗖
	Compensation Ra	te	22.23	80000 📰		Frequency	,	H Hour	rly	Annual Ra	te	4	8,416.240
Pay Compone	ents 🕐							I	Personalize Fir	nd 🖾 🛅	First	🕙 1 of 1 🔮	Last
Amounts	Controls Chang	es C <u>o</u> n	version	[:::])									
*Rate (Code	Seq	Comp Ra	te			Curre	ncy	Frequency	Percent			
1 ONST	rep 🔍	0			2	2.230000	USD	۹.	н 🔍			+	-
Calcu	ulate Compensation												
Job Data	En	ployment (Data						Benefi	ts Program P	articipat	ion	

ate Of Minnesof	All - Search	Advanced Search Q Last Search Results
ork Location	formation Job Labor Payroll	Salary Plan Compensation Leave /WOC
Forest,Keith	Employee	Empl ID 00087101 Empl Record 0
b Option / Leave / WO	с	Find First 🕚 1 of 3 🔍 Last
Ef	ffective Date 04/03/2015	Go To Row
Effectiv	ve Sequence 0	Action Transfer
	HR Status Active	Reason Code Agency Transfer
P	ayroll Status Active	Job Indicator Primary Job
Option Code: Special Program:	None 🔻	Current U Salary Authority: MNA A Nurses-MNA Leave Authority: NA1 A Nurses Eligible For Leave
Work Out of Class	Requires WOC Rate Code on Compensat	ion
WOC Job Code SetI	D:	Salary Admin Plan:
Jobcode:		Grade:
Appointment End Da	te:	Step:
Job Data	Employment Data	Benefite Program Participation

Employment Data component:

ate Of Minnesota	Search Advanced Search Q Last Search Results	Home
mployment Information Additional Employment I	nfo	
orest,Keith	Empl ID 00087101	
mployee	Empl Record 0	
Organizational Instance 👔		
Organizational Instance Rcd 0	Original Start Date 01/07/1998 Override	
Last Start Date 01/07/1998	First Start Date 01/07/1998	
Termination Date		
]
rganizational Assignment Data 👔		
nstance Record		
Home/Host Classification Home	Years Months Days	
Company Seniority Date 01/07/1998	Image: Description 17 2 27	
Service Date 01/07/1998	🕅 🗹 Override 17 2 27	
Probation Date 10/03/2015		
Anniversary/Progression Date	Last Verification Date	
Business little Registered N	urse Position Phone	
SA		
Owns 5% (or More) of Company		
Appointment End Date	B Contract Length Not Applicable	
Accrue Tenure Services	FTE for Tenure Accrual	
Service Calculation Group	Second Se	
Inh Data Employment Data	Benefits Program Participation	

State Of Minnesota	All V Search Advanced Search Q Last Search Results	Home We
Employment Information	Additional Employment Info	
Forest, Keitti	Employee Empl ID 00087101 Empl Record 0	
Agency Use Date:	Barg Unit Seniority Date: 01/07/1998 Seniority Tie Breaker: 0	
Agency Seniority Date:	01/07/1998 🗃 Layoff Expiration Date: 🕅 Employee Works at Home?:	
Eligible for Next Increase:	04/03/2018 🖲 Layoff Notice Date: 🔋 Security Clearance Type: 0	
Email Address:		
Work Phones	Find View All First 🕚 1 of 1 🕑 Last	
Phone Type:	Main Business 👻 ا	
Telephone:	612/555-9999 Extension: 0	
Job Data	Employment Data Benefits Program Participa	lion

Benefits Program Participation component:

State Of Minnesota	All V Search		>> Advance	ed Search	Q Last Search	n Results	Home	Work
Benefit Program Participation								
Forest,Keith		Empl ID	00087101					
Employee		Empl Record	10					
Benefit Status 🕐					Find	First 🅚 1 of 3 🕑 Last		
Benefit Record Number	0					Go To Row		
Effective Date	04/03/2015							
Effective Sequence	0	Action	Transfer					
HR Status	Active	Reason	Agency Transfer					
Payroll Status	Active	Job Indicator	Primary Job					
Benefits System Annual Benefits Base Rate Renefits Administration Flinibility (2)	Benefits Administration 50000.000	USD		Benefits I	Employee Statu	Current 🔲 us Active		
BAS Group ID			Spec Elig MF12	🔍 Sta	te 12/12-Full E	R Contrbtn		
Salary Authority MNA	MN Nurses Assoc		Barg Unit 205			Elig		
Retirement Code 🗛	MSRS		SEGIP	0		FIG 0		
Benefits STATE	STATE	:	Suppl Ret	Q				
Benefit Program Participation (2)				1	Find View All	First 🅚 1 of 1 🕑 Last]	
Effective Date	01/07/1998	Currency Code	USD			* =		
Benefit Program	MN1 I	In Benefit Program	1					
Job Data Employr	ment Data				Benefits P	rogram Participation		

Асті	ON	Result
1.	Select Save .	Saved displays briefly in the upper-right corner
	 Several warning messages may appear. Select OK on the warning messages. If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again. 	
2.	For this exercise, you will not create or modify a work schedule.	

Movement

Use the Movement action in SEMA4, when an employee is moving:

- From a *non-status* (examples: emergency, temporary, limited) appointment to a *status* (permanent or probationary) appointment; or
- From a *status* appointment to a *non-status* appointment; or
- From a *non-status* appointment to another *non-status* appointment.

If the employee is moving from a status appointment to another status appointment, it is *not* a movement.

Sometimes a transaction has the SEMA4 action Movement, even though it is a promotion for *salary* purposes. If the Movement is a promotion for salary purposes, then you update the Anniversary/Progression Date, which is the field that holds the date of the last hire, rehire, or promotion for salary purposes.

Compare Movement to Transfer, Promotion, and Demotion

Select action Movement if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

Select action Transfer, Promotion, or Demotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a movement.

Ac	TION	Result
1.	Access SEMA4 Help.	SEMA4 Help Contents displays
2.	Select Check Lists .	HR & Payroll Check Lists appear
3.	Select Movement .	Movement – Reason Codes page displays
4.	Scroll down. Select the lightning bolt button next to Temporary Unclassified Appointment (TUN).Read the hint.	A pop up box with a hint appears
5.	Select again.	The hint disappears

Ac	ΠΟΝ	Result
6.	 Select Temporary Unclassified Appointment (TUN). Read the check list. Notice the reason code, TUN. 	Movement – Temporary Unclassified Appointment – Check List displays
7.	Scroll down, and notice the additional steps to follow (add a row with action Data Change, reason BJC) if the employee was hired or rehired to an insurance- <i>ineligible</i> appointment within the 35 days preceding this action, <i>and</i> the insurance eligibility is changing.	
8.	Scroll down to the bottom.	
9.	 Select WHOA! Better Check Those Critical Fields Before This Transaction. Notice the fields that have required values: Regular/Temporary Classified Indc Empl Class Appointment End Date 	A pop-up box displays, listing fields with required values
10	. Exit SEMA4 Help.	

Process a Movement – Exercise

In this exercise, you will process a movement.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the Promotion walk-through
- SEMA4 Help

Directions

Gary Ellis, a temporary unclassified Management Analyst 2, is being appointed to a temporary unclassified Management Analyst 3 position in the Commissioner's Plan, at a different agency. The compensation is off-step. You have reviewed the new position record, and it does not require any changes.

The action is **Movement** because the employee is moving from a *non-status* appointment to another *non-status* appointment.

The employee currently works for a department to which you do not have security clearance, so you must process an employee department ID change before you enter the movement.

In the **User Training** database, complete the following steps to process the employee department ID change.

Result
Main menu appears
The Department ID Change search page appears
Department ID Change page displays
Check box is selected
Work Location page displays, and you now have access to the record

In the **User Training** database, use the following information to process the movement.

Field Name	DATA
Plus sign button	Select button to add a row
Effective Date	04/03/2015
Action	Movement
Reason	TUN, Temporary Unclassified Appt
Position Number	01080003
Position Entry Date	04/03/2015
Establishment ID	E7700
Regular/Temporary (view-only)	Limited
Full/Part (view-only)	Full-Time
Empl Class	Not Applic
Officer Code	Non-Manager
Classified Indc (view-only)	Unclassified
Standard Hours (view-only)	40.00
Bargaining Unit (view-only)	217
Union Code (view-only)	UNR
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	Н
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	Blank because compensation is off-step
Step Entry Date	Blank
Rate Code	OFFRNG
	Refer to Off Step Rate Codes – Reference

FIELD NAME	DATA
Comp Rate	20.56
Calculate Compensation	Select button
Compensation Rate (view-only)	20.56
Special Program	None
Salary Authority	NUE
Leave Authority	NM1
Probation Date	Blank
Last Verification Date	Leave unchanged
Appointment End Date	12/31/2015
Barg Unit Seniority Date	Blank
Agency Seniority Date	5/19/2008
Eligible for Next Increase	04/03/2016
Security Clearance Type	0
Email Address	gary.ellis@state.mn.us
Work Phone Type	Main Business
Telephone	651/555-1313
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12
	Refer to the <i>Special Eligibility Codes –</i> <i>Reference</i>

Solution

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota	All - Search		>> Advanced Se	earch 🛛 👩 Last Search Results	ŝ	Home W
Work Location	Job Labor Payroll S	alary Plan <u>C</u> ompense	ation Leave /Wg	<u>2</u> c		
Ellis,Gary Employee		Empl ID 000 Empl Record 0	041101			
Work Location 🕐					Find First 1 of	3 🕑 Last
*Effective Dat	te 04/03/2015				Go To Row	+ -
Effective Sequence	e 0		*Action	Movement	,	-
HR Statu	is Active		Reason	TUN 🔍 Temporary Unclass	sified Appt	
Payroll Statu	is Active		*Job Indicator	Primary Job		-
-	Calculate Status and	Dates				
Position Number	er 01080003	Management Analys	13		Current)
Position Entry Dat	Override Position Da te 04/03/2015	ata				
	Position Management Re	ecord				
Regulatory Regio	n USA	United States				
Compar	ny SMN	State of Minnesota				
Business Un	it E77NU	Mn Zoo-Non-Mgr Unr	ep			
Departmen Department Entry Dat	nt E771100 te 04/03/2015	Human Resources				
Locatio	n E7700	Minnesota Zoo				
Establishment I	D E7700	Minnesota Zoo		Date Created	08/14/2012	_
Expected Job End Dat	le 🕅					
Job Data En	nployment Data			Benefits Program I	Participation	

State Of Minnesota	All V Search	>> A	ivanced Search 🛛 🗟 Last Search Results	Home V
Work Location Job Information	Job Labor Payroll	Salary Plan Compensation	Leave /W <u>O</u> C	
Ellis,Gary		Empl ID 00041101		
Employee		Empl Record 0		
Job Information 🕐				Find First 4 1 of 3 Last
Effective Date	04/02/2015			Go To Row
Effective Sequence	0		Action Movement	
Liective Sequence	Active		Reson Temporary Unclassified App	+
Pavroli Status	Active	.l	b Indicator Primary Job	•
			S indicator 1 initialy 000	Current
Job Code	000893	Management Analyst 3		
Entry Date	04/03/2015	01		
Supervisor ID				
Reports To				
Regular/Temporary	Limited	Full/Part	Full-Time .	
Empl Class	Not Applic	 *Officer Code 	Non-Manager 👻	
Regular Shift	Day	Shift Rate		
Classified Ind	Unclassified	Shift Factor		
Standard Hours 🕜				
Standard Hours	40.00	Work Period	SMN MN Weekly	
FIE	1.000000			
Contract Number 🕐				
Contract Number			Next Contract Number	
Contract Type	2			
▶ ■				
USA				
Job Data Empl	loyment Data		Benefits Program Pa	articipation

State Of Minnesota	All 👻	Search	>	Advanced Search	🧕 Last Search Results	i	Home	Work
Work Location Job Information	Job Labor Pay	roll <u>S</u> alary P	lan <u>C</u> ompensation	Leave /WOC				
Ellis,Gary			Empl ID 0004110	01				
Employee			Empl Record 0					
Payroll Information 🕐						Find First 🕚 1 of 3	3 🕑 Last	
Effective Date	04/03/2015					Go To Row		
Effective Sequence	0			Action Mov	vement			
HR Status	Active			Reason Ten	nporary Unclassified App	t		
Payroll Status	Active			Job Indicator Prin	nary Job			
						Current	J	
Payroll for North America (?)								
Pay Group	P24	Small Agency						
Employee Type	н 🔍	Hourly		Holiday Sc	hedule HOL	🔍 Std. Hol		
Tax Location Code	MN 🔍	Minnesota						
GL Pay Type				FICA	Status Subject	▼		
Combination Code					Edit ChartFields			
Job Data Emp	ployment Data				Benefits Program I	Participation]

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		All	 Search 		2	> Advanced Sea	arch	C Last Search Results			
Work Location	Job Information	Job <u>L</u> abor	Payroll	Salary Plan	<u>Compensation</u>	n Leave /W <u>O</u> C					
Ellis,Gary					Empl ID 00041	101					
Employee				Empl	Record 0						
Salary Plan 🕐								Find View All	First 🕚 1 of 3 🕐	Last	
	Effective Date	04/03/2015							Go To Row		
	Effective Sequence	0				Action	Move	ement			
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	Grade	e 07	\$			Grade Entry Da	ate 01	1/21/1998			
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ork Location	Job Information	Job <u>L</u> abor	Payrol	I <u>S</u> alary P	lan Compensa	tion Leav	re /W <u>O</u> C					
lis,Gary				-	Empl ID 0004	1101						
ipioyee				E	mpi Record 0						~	~
mpensation	(?)								F	Find	First 🕙 1	of 3 🕑 Las
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State Of Minnesota	All V Search	Advanced Sea	arch 🛛 🗟 Last Search Results	Home	Work
Work Location Job Information	Job Labor Payroll Salary Plan	Compensation Leave /WO	2		
Ellis,Gary	Employee	Empl ID 00041101	Empl Record 0		
Job Option / Leave / WOC			Find	d 🛛 First 🕚 1 of 3 🕑 Last	
Effective Date	04/03/2015			Go To Row	
Effective Sequence	0	Action	Movement		
HR Status	Active	Reason Code	Temporary Unclassified Appt		
Payroll Status	Active	Job Indicator	Primary Job	4775	
				Current	
Option Code:		Salary Authority: NUE	N-M Unrep		
Special Program: None	•	Leave Authority: NM1	Non-Mgr Unrep Emp Elig F	For Lv	
Work Out of Class Requires WC	OC Rate Code on Compensation				
WOC Job Code SetID:		Salary Admin Plan:			
Jobcode:		Grade:			
Appointment End Date:		Step:			
Job Data Em	nployment Data		Benefits Program P	articipation	

Employment Data component:

Alata Of Mission and						Home	Wo
State Of Minnesota	All 🔻 Se	arch	» Advanced Searc	ch 🛛 👩 Last Search Results			
Employment Information Additional Emp	loyment Info						
Ellis,Gary		Empl	ID 00041101				
Employee		Empl Reco	rd 0				
Organizational Instance (?)							
Organizational Instance Rcd 0		Original Start Dat	e 01/21/1998	Override			
Last Start Date 01/2	21/1998	First Start Dat	e 01/21/1998				
Termination Date							
Organizational Assignment Data 👔							
Instance Record							
Home/Host Classification Hom	ne		Years Months	Days			
Company Seniority Date 01/2	21/1998 関	Voverride	17 2	13			
Service Date 01/2	21/1998 関	Voverride	17 2	13			
Probation Date	31						
Anniversary/Progression Date	31	Las	at Verification Date	31			
Business Title Mar	nagement Ana	lyst 3	Position Phone				
USA							
Owns 5% (or More) of Company							
Appointment End Date 12/3	31/2015 🛐		Contract Length Not	Applicable	-		
Accrue Tenure Services		FTE	or Tenure Accrual	¢			
Service Calculation Group	9	FTE for Fle	x Service Accrual	Ф			
Job Data Employmen	nt Data			Benefits Program Part	icipation		

State Of Minnesota	All Search Advanced Search Last Search Results	Home Work
Employment Information A	Additional Employment Info	
Ellis,Gary	Employee Empl ID 00041101 Empl Record 0	
Agency Use Date:	Barg Unit Seniority Date: Seniority Tie Breaker: 0	
Agency Seniority Date:	05/19/2008 🛐 Layoff Expiration Date: 📔 Employee Works at Home?:	
Eligible for Next Increase:	04/03/2016 🕅 Layoff Notice Date:	
Email Address:	gary.ellis@state.mn.us	
Work Phones	Find View All First 🛞 1 of 1 🛞 Last	
Phone Type:	Main Business	
Telephone:	612/555-1313 Extension: 0	
Job Data	Employment Data Benefits Program Participation	on

Benefits Program Participation component:

State Of Minnesota			Home V
State Of Minnesota	All 👻 Search	Advanced Search Last Search Results	
Benefit Program Participation			
Ellis,Gary	Empl II	00041101	
Employee	Empl Record	4 0	
Benefit Status 🕐		Eind Eint (1 of 2) Last	
Benefit Record Number	0	Go To Row	
Effective Date	04/03/2015		
Effective Sequence	0 Action	Movement	
HR Status	Active Reason	Temporary Unclassified Appt	
Payroll Status	Active Job Indicator	Primary Job	
		Current 🗒	
Benefits System	Benefits Administration	Benefits Employee Status Active	
Annual Benefits Base Rate	45000.000 💭 USD		
Benefits Administration Eligibility 🕐			
BAS Group ID		Spec Elig MF12 State 12/12-Full ER Contrbtn	
Salary Authority NUE	Non-Managerial Unrep Empl Plan	Barg Unit 217 Elig	
Retirement Code AA	MSRS	SEGIP	
Benefits STATE	STATE	Suppl Ret	
Benefit Program Participation 🕐		Find View All First 🕚 1 of 1 🕑 Last	
Effective Date	01/21/1998 Currency Code	USD + =	
Benefit Program	MN1 Mn Benefit Program	1	

Ac	ΓΙΟΝ	Result
1.	 Select Save. Several warning messages may appear. Select OK on the warning messages. If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again. 	<i>Saved</i> displays briefly in the upper-right corner
2.	For this example, the employee was <i>not</i> hired or rehired to an insurance-ineligible appointment within the 35 days preceding this action, so you do not need to do any additional steps.	
3.	If the Leave Accrual date needs to be updated, enter it on the Biographical Details page in the Workforce Administration > Personal Information > Modify a Person component. For this exercise, there are no changes.	
4.	For this exercise, you will not create or modify a work schedule.	

Review Questions

To review what you have learned, answer the following questions. If you have difficulty answering the questions, review the topic.

- 1. Movement is an appropriate action when:
 - a. An employee is moving from an appointment with permanent or probationary status, to an appointment with permanent or probationary status.
 - b. An employee is moving from an appointment with permanent or probationary status, to a non-status appointment.
 - c. An employee is moving from a non-status appointment, to an appointment with permanent or probationary status.
 - d. An employee is moving from a non-status appointment, to a non-status appointment.
 - e. b, c, or d
- 2. If the employee was hired or rehired to an insurance-ineligible appointment *within* the 35 days preceding the action, *and* the insurance eligibility is changing, you need to add another row with action Data Change, reason ______.
 - a. BJC
 - b. OTH
 - c. NON
 - d. INS
- 3. On which page would you enter the date the employee's probation ends?
 - a. Work Location
 - b. Employment Information
 - c. Salary Plan
 - d. Identity/Diversity
- 4. Only employees with ____

status are eligible for demotion.

- a. permanent or probationary
- b. permanent or classified
- c. classified or unlimited
- d. trainee or temporary

- 5. When an employee is transferred from one agency to another, which agency processes the transfer?
 - a. The current agency
 - b. Department of Administration
 - c. The receiving agency
 - d. Department of Management & Budget (MMB)
- 6. When using the Transfer action, the employee must be moving from a appointment to ______ appointment.
 - a. status, a non-status
 - b. status, another status
 - c. non-status, another non-status
 - d. unclassified, a classified
- 7. On a promotion, which value must the Classified Indc field display?
 - a. Classified
 - b. Unclassified
 - c. Any valid value
 - d. Non-Status

8. Only employees in _______ status can be promoted.

- a. unlimited or limited
- b. unclassified or classified
- c. permanent or probationary
- d. permanent or intern
- 9. If a Movement transaction is a promotion for salary purposes, then you update the field, which contains the date of the last hire, rehire, or promotion for salary purposes.
 - a. Appointment End Date
 - b. Anniversary/Progression Date
 - c. Probation Date
 - d. Expected Return Date

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. Movement is an appropriate action when:

e. b, c, or d

 If the employee was hired or rehired to an insurance-ineligible appointment *within* the 35 days preceding the action, *and* the insurance eligibility is changing, you need to add a row with action Data Change, reason ______.

a. BJC

3. On which page would you enter the date the employee's probation ends?

b. Employment Information

a. permanent or probationary

5. When an employee is transferred from one agency to another, which agency processes the transfer?

c. The receiving agency

When using the Transfer action, the employee must be moving from a ______ position to ______ position.

b. status, another status

7. On a promotion, which value must the Classified Indc field display?

a. Classified

8. Only employees in ______ status can be promoted.

c. permanent or probationary

- If a Movement transaction is a *promotion for salary purposes*, then you update the _______ field, which contains the date of the last hire, rehire, or promotion for salary purposes.
 - b. Anniversary/Progression Date

Pull out these pieces from the Promotion, Demotion, Transfer, Movement topic:

- Things to Consider Before You Enter Data, at the beginning of this topic
- SEMA4 Tips, located before the Exercises in this topic

Whenever you need to process a promotion, demotion, transfer, or movement, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

Continue to the next topic, Manage Hires.



To process an appointment from Recruiting Solutions, you use **Manage Hires** in SEMA4.

Manage Hires is the "bridge" that brings information from Recruiting Solutions to Personal Information and Job Data in SEMA4. Manage Hires brings the selected candidate's data to SEMA4 in one of four ways: Hire, Rehire, Add Concurrent Job or Transfer.

For example, if you need to process a promotion, demotion, transfer, or movement, the Manage Hires type of hire is **Transfer**. Once you have accessed Manage Hires and selected the record to process, the rest of the pages are the same pages you used in the learning guide.

The path to Manage Hires is Workforce Administration > Personal Information > Manage Hires. The following example shows a transaction with type of hire "Transfer."

lanage Hi ne following Hi	res re Transactions	are ready to be processed. Sele	ect a Transaction by Name to start the pro-	cess.		
Manage Hires						
S	elect Transacti	ons Where Source Equals Recruiting Solution	is Refresh			
Hire Transact	ions					
Start Date	Status	Name	Person ID Type of Hire	Source	Submitted By	
02/05/2016	Requested	Doe,John Q	01998877 Transfer	Recruiting Solutions	Hirington,Renee Z	/

Manage Hires Resources

In Section A of the learning guide, you found Manage Hires information in the HR Toolbox.

To review how to use Manage Hires to process a promotion, demotion, transfer, or movement, select <u>https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/human-resource-systems/sema4/manage-hires.jsp</u> and refer to this topic:

- Mange Hires Instructions see the *Transfer* chapter *or*
- Manage Hires Quick Start see the *Transfer* chapter

Access SEMA4 Help

Find the Manage Hires step-by-step instructions in SEMA4 Help.

Action		RESULT
1.	Access SEMA4 Help.	SEMA4 Help Contents is displayed
2.	Select Index and type "manage hires"	Index displays
3.	Select Manage Hires.	
4.	Select Manage Hires – Steps .	Manage Hires – Steps displays
5.	 Notice that based on the Type of Hire field, there are four sets of instructions: Hire Rehire Add Concurrent Job Transfer 	
6.	 Select Transfer. Read the instructions. Notice that In Recruiting Solutions and Manage Hires, type of hire "Transfer" refers to any appointment of a current employee (examples: promotion, demotion, transfer, movement). 	Transfer using Manage Hires displays
7.	Exit SEMA4 Help.	

Review Questions

To review, answer the following questions. If you have trouble answering the questions, refer to the Manage Hires resources in the HR Toolbox, or SEMA4 Help.

- 1. To process a promotion from Recruiting Solutions, you use ______ in SEMA4.
 - a. Manage Hires
 - b. Job Data
 - c. Modify a Person
 - d. Add Employment Instance
- 2. To access Manage Hires, select Workforce Administration > _____ > Manage Hires.
 - a. Recruiting Solutions
 - b. Person Profile
 - c. Position Management
 - d. Personal Information

3. To process a demotion from Recruiting Solutions, the type of hire is ______.

- a. Manage Hires
- b. Demotion
- c. Transfer
- d. Data Change

4. To process a movement from Recruiting Solutions, the type of hire is ______.

- a. Job Data
- b. Movement
- c. Add Concurrent Job
- d. Transfer
- 5. When processing type of hire Transfer, on the Manage Hires Detail page, you use the drop-down list to choose _____.
 - a. a position number
 - b. an employment record number
 - c. an effective date sequence number
 - d. a business unit
- 6. After you have completed all the pages and selected **OK**, the Manage Hires page displays again, and the employee's name ______.
 - a. is still on the list
 - b. is no longer on the list
 - c. is moved to the bottom of the list
 - d. is grayed out on the list

Review Answers

Check your answers to the review questions.

- To process a promotion from Recruiting Solutions, you use ______ in SEMA4.
 a. Manage Hires
- To access Manage Hires, select Workforce Administration > _____ > Manage Hires.
 d. Personal Information
- To process a demotion from Recruiting Solutions, the type of hire is ______.
 c. Transfer
- 4. To process a movement from Recruiting Solutions, the type of hire is ______.

d. Transfer

5. When processing type of hire Transfer, on the Manage Hires Detail page, you use the drop-down list to choose _____.

b. an employment record number

6. After you have completed all the pages and selected **OK**, the Manage Hires page displays again, and the employee's name ______.

b. is no longer on the list

You have completed Section C of Employee Maintenance! Continue on to additional section(s) of the learning guide.